

6 month reporting date 7/16/04 X
 12 month reporting date 1/16/05
 CLOSED 1/18/05

Ipswich School District Improvement/Progress Report Form

Principle: One – General Supervision				
Present levels: (Statement of present levels of performance that resulted in area of non-compliance) During a review of student files to verify the district's annual child count the, team identified one student who did not have an IEP in place on December 1, 2002.				
Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families. The school district's child count will reflect accurate information.				
Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. A system will be implemented to ensure that the child count is accurately reported to SD Department of Education.				
Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
1. What will the district do to improve? The entire SPED staff will review child count information at the end of Nov. The SPED Dir. Will then be responsible to check the accuracy of the posting, run the child count and have the staff review it for 100%accuracy. What data will be given to SEP to verify this objective? The district will submit a statement (including dates) that the above activities have occurred.	May, 2004 ongoing thereafter	Sped Staff and Director	Met August 5, 2004	Reviewed by Sped Staff – 1/6/05
Please explain the data (6 month)				
Child counts have been reviewed by staff. – Child count is accurate for Dec. 1 - 2003				
Please explain the data (12 month)				
Child Count – 2004 was reviewed on 1/6/2005 by entire sped staff and any errors were corrected.				

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Principle: Two – Free Appropriate Public Education				
Present levels: (Statement of present levels of performance that resulted in area of non-compliance) Through a student file review and interviews with district staff, the monitoring team determined there is a student on child count who is not being provided special education services in accordance with state requirements.				
Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families. The school district will provide special education services in accordance with state requirements.				
Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. Special education services will be provided to students in accordance with state requirements.				
Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
1. What will the district do to improve? This student will be reevaluated in January of this year. The evaluation will include educational, speech, functional, OT/PT, adaptive behavior and any other evaluation that the team determines is necessary for proper identification, placement and determination of services. What data will be given to SEP to verify this objective? A file on this student will be developed containing all pertinent documentation – prior notice/consent, evaluation, evaluation written report, eligibility documentation and IEP will be sent to SEP.	March 1, 04	K-6 RR Instructor/ Sped Dir.	Met August 5, 2004	Met
Please explain the data (6 month) Parents currently wish no services.				
Please explain the data (12 month) Met previously (8/5/2004)- student currently receiving services, resource room, speech, ot, pt as per IEP.				

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<p>2. What will the district do to improve? The district will develop a plan of action as to how children 3-5 will be evaluated appropriately in situations where the child needs are more than speech/language.</p> <p>What data will be given to SEP to verify this objective? The Sped Dir. will submit to SEP the plan of action to be followed.</p>	May, 2004	Sped Dir. And Sped. Personnel	Met August 5, 2004	Met
<p>Please explain the data (6 month) Students will be evaluated by a licensed evaluator, certified for pre-school</p>				
<p>Please explain the data (12 month) Students age 3-5 referred to special education will be evaluated in all areas or need by and evaluator certified for preschool</p>				
<p>3. What will the district do to improve? All children in the 3-5 yr category will be properly evaluated to determine appropriate services.</p> <p>What data will be given to SEP to verify this objective? Documentations of the number of students 3-5 that were referred and in need of a comprehensive evaluation and of those students the number eligible for special education services.</p>	Review in May 2004, and yearly thereafter	Sped Dir and Sped Personnel	On going	Met
<p>Please explain the data (6 month) A child has been referred and will be evaluated this fall. All information will be kept on file.</p>				
<p>Please explain the data (12 month) One student age 5, was evaluated in Sept. and met the criteria in speech as per evaluation report – see file (speech only)</p>				

Principle: Three – Appropriate Education

Present levels: (Statement of present levels of performance that resulted in area of non-compliance)

File reviews by staff and the monitoring team supported that the timeline for reevaluation was not consistently followed for three-year reevaluations. There was uncertainty among district staff as to what dates mark the beginning and ending date of the three-year reevaluation.

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<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>The district will conduct reevaluation at least every three years or if conditions warrant or the child's parent or teacher requests an evaluation.</p>				
<p>Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels.</p> <p>A reevaluation will be conducted at least every three years or if conditions warrant or the child's parent or teacher requests an evaluation.</p>				
<p>Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.</p>	<p>Timeline for Completion</p>	<p>Person(s) Responsible</p>	<p>6 month progress Record date objective is met</p>	<p>12 month progress Record date objective is met</p>
<p>1. What will the district do to improve? If a reevaluation is determined to be appropriate, the evaluation will be conducted within the 3yr. Time frame. The determination of the date for reevaluation will be from the date of the last evaluation written report.</p> <p>What data will be given to SEP to verify this objective? Sped Dir. Will review IEP's to ensure proper timelines are followed. Documentation of the number of reevaluation conducted during the school year will be submitted to SEP along with the number of reevaluations conducted with in the 3yr. Time frame.</p>	<p>Review in May, 2004 and yearly thereafter</p>	<p>Sped. Dir./ Sped Personnel</p>	<p>Not Met</p>	<p>Met</p>
<p>Please explain the data (6 month) A file is kept containing evaluation dates and dates of reevaluation.</p>				
<p>Please explain the data (12 month) See Above – file available upon request (3 done in fall, 3 scheduled for spring semester).</p>				

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<p>2. What will the district do to improve? Sped Dir. Will monitor reeval. Dates and schedule evals 6 weeks prior to due dates.</p> <p>What data will be given to SEP to verify this objective? Director will review IEPs for timelines and submit written documentation to SEP regarding findings. Form used to track evaluations will be submitted.</p>	<p>Review May 2004, and yearly thereafter.</p>	<p>Sped Dir.</p>	<p>Not Met</p>	<p>Met</p>
<p>Please explain the data (6 month) See Above – All evals needed since Jan. 2004 have been scheduled six weeks prior to evaluation date.</p>				
<p>Please explain the data (12 month) Sheet with due dates and dates of evals available upon request (on file at SEP)</p>				

<p>Principle: Four – Procedural Safeguards</p>				
<p>Present levels: (Statement of present levels of performance that resulted in area of non-compliance)</p> <p>The district review of student files indicated consent for initial placement was not obtained in 25% of the files reviewed. File reviews and interviews with staff conducted by monitoring team indicated consent was not consistently obtained when a child qualified for only speech/language services</p>				
<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>The district will obtain parental consent before initial placement of a child in a program providing special education or special education and related services.</p>				
<p>Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels.</p> <p>Parental consent will be obtain before initial placement of a child in a program providing special education or special education and related services.</p>				
<p>Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.</p>	<p>Timeline for Completion</p>	<p>Person(s) Responsible</p>	<p>6 month progress Record date objective is met</p>	<p>12 month progress Record date objective is met</p>

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<p>1. What will the district do to improve? As of May 2003 the speech therapist is aware that parent consent is needed for initial placement. Procedures for written parental consent will be reviewed each fall with any new sped providers.</p> <p>What data will be given to SEP to verify this objective? The Spec. Ed. Director will report to SEP the number of initial speech/language placements by the district along with the data to support how many IEPs had parental consent for initial placement</p>	May, 2004 Annually, thereafter	SPED Director and Speech Therapist	Not Met	Met
Please explain the data (6 month) All (including speech/language) initial placements have parental consent.				
Please explain the data (12 month) All have parental consent 4 /4 evals meet timelines.				

Principle: Four – Procedural Safeguards				
<p>Present levels: (Statement of present levels of performance that resulted in area of non-compliance)</p> <p>A copy of the district's annual notice to parents regarding rights to inspect and review education records under the Family Education Rights and Privacy Act (FERPA) was not disseminated to all parents this past year.</p>				
<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>The district's notice to parents regarding rights to inspect and review education records under the Family Education Rights and Privacy Act (FERPA) will be disseminated to all parents annually.</p>				
<p>Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. (Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</p> <p>All parents will annually be given notice regarding rights to inspect and review education records under the FERPA.</p>				
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1.What will the district do to improve? A copy of FERPA will be included with the mailing to all parents prior to the beginning of school. A copy of FERPA will be included with the elementary newsletter. A copy of FERPA will be available on the Ipswich Elementary web-site. What data will be given to SEP to verify this objective? A written statement of when and where FERPA was published for all parents to receive will be submitted to SEP.	May 2004 and annually thereafter	Sped Dir.	Met August 5, 2004	Met 8/5/2004
Please explain the data (6 month) A copy of FERPA will be included in the mailing sent in August to all parents.				
Please explain the data (12 month) A copy of FERPA was included with the back-to-school mailing to parents				

Principle: Five – Individualized Education Plan				
Present levels: (Statement of present levels of performance that resulted in area of non-compliance) No documentation was found nor were appropriate signatures documented in student files to support the determination of a disabling condition except for students with a specific learning disability (SLD).				
Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families. When completing the administration of tests and other evaluation materials, the individual education program (IEP) team will determine whether the student is a student with a disability and provide a copy of that determination to the parent.				
Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. A student disability condition will be determined and documented by the IEP team and a copy given to parents.				
Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met

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<p>1. What will the district do to improve? As of May of 2003, this area has been corrected. Eligibility reports are now written for all students who are evaluated and/or reevaluated and appropriate team members signatures are documented.</p> <p>What data will be given to SEP to verify this objective? All files will be reviewed to assure eligibility documentation is in each file with appropriate team signatures and a copy is given to parents. A report of these findings will be submitted to SEP containing the number of speech/language files which had an initial or reevaluation for speech/language and of those numbers how many had an eligibility documentation in the file with appropriate team signatures and a copy given to parents.</p>	<p>May. 2004, yearly thereafter</p>	<p>Sped Instructors and Sped Dir.</p>	<p>Not Met</p>	<p>MET</p>
<p>Please explain the data (6 month) All files were reviewed and will continue to be reviewed in the upcoming school year. (04-05)</p>				
<p>Please explain the data (12 month) There were two initial evaluations in speech. Both have necessary documentation</p>				

<p>Principle: Five – Individualized Education Plan</p>
<p>Present levels: (Statement of present levels of performance that resulted in area of non-compliance)</p> <p>In the files reviewed by the monitoring team, 4 out of 6 did not include a regular education teacher in the meeting. All six files were for students identified with a speech/language disability.</p>
<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>The IEP team for each student with a disability will include appropriate members at the IEP meetings.</p>
<p>Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels.</p> <p>All IEP meetings will have a regular education teacher in attendance.</p>

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Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
<p>1. What will the district do to improve? The SPED Dir. will review with the general education teachers the importance of attending IEP meetings. The Dir will also see that general education teachers are issued an invitation and are provided the support to assure they can attend.</p> <p>What data will be given to SEP to verify this objective? The Sped Dir will submit written documentation disclosing the number of IEP meetings held and the percent that had general ed. teachers in attendance.</p>	Review in May 2004 and yearly thereafter	Sped Dir.	Not Met	Met
<p>Please explain the data (6 month)</p> <p>100% of IEP meetings had parents included.</p>				
<p>Please explain the data (12 month)</p> <p>In the files checked, 100% had parents included.</p>				

Principle: Five – Individualized Education Plan
<p>Present levels: (Statement of present levels of performance that resulted in area of non-compliance)</p> <p>In the speech/language files reviewed by the monitoring team, the IEP did not state the location of services.</p>
<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>All students' IEPs will address the special education and related services to be provided, the amount and location of services.</p>
<p>Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. (Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</p> <p>The amount and location of services will be document on the students IEP.</p>

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Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
<p>1. What will the district do to improve? Inservice and TA resulting from the special ed review lead to the speech providers documenting the amount of time and location of speech services.</p> <p>What data will be given to SEP to verify this objective? Sped Dir will review IEP's to assure proper documentation is in place and submit written documentation to SEP. Written documentation will include the number of IEPs with speech service and of that number how many have the data within the IEP that states the amount of time and location of speech services.</p>	May, 2004 and yearly thereafter	Sped Dir. & Speech Therapists	Not Met	Met
<p>Please explain the data (6 month)</p> <p>All IEP's written since Jan. 2004 have proper documentation stating the amount of time and location of speech services.</p>				
<p>Please explain the data (12 month)</p> <p>In 6-6 speech files checked all had place and times of service.</p>				

Principle: Five – Individualized Education Plan
<p>Present levels: (Statement of present levels of performance that resulted in area of non-compliance)</p> <p>In the speech/language files reviewed by the monitoring team, the IEPs did not state a justification for placement.</p>
<p>Desired Outcome(s): Through systemic change, the district/agency will achieve these results for students with disabilities and their families.</p> <p>The IEP will address the justification for placement.</p>
<p>Measurable Goal: The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. (Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</p> <p>The justification for placement will be document on students' IEPs.</p>

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Short Term Objectives: Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	Timeline for Completion	Person(s) Responsible	6 month progress Record date objective is met	12 month progress Record date objective is met
<p>1. What will the district do to improve? Justification statements are written on all IEP's including speech. This is a result of the review of files in preparation for the special ed review. TA provided by the resource room teacher has been provided to the speech therapists and all IEP's now contain a justification statement.</p> <p>What data will be given to OSE to verify this objective? Documentation will be submitted to verify that all speech/language files have been checked for a justification statement and of those the number of IEPs that contain the correct information for justification.</p>	<p>May 2004, and yearly thereafter</p>	<p>Sped Dir. And Speech Therapist</p>	<p>Not Met</p>	<p>Met</p>
<p>Please explain the data (6 month) All files since Jan. 2004 are reviewed for proper justification statements</p>				
<p>Please explain the data (12 month) All IEP's written since September have proper justification statements.</p>				